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Materials presented at the board meeting may be viewed at:
<https://public.timberlane.net/sau/trsb/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2fsau%2ftrsb%2fShared%20Documents%2fSCH%20L%20BOARD%20MEETING%20AGENDA%20MATERIALS%2f2018%2d19%2f08%2023%202018&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>

TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

Regular Board Meeting
August 23, 2018
7:30PM

SAU Office
30 Greenough Road
Plaistow, NH

Call to Order (00:00:17)

Madam Chair Sherman opened this August 23, 2018 Timberlane Regional School Board meeting at 7:30pm with the roll call followed by a moment of silence in memory of Mr. William Connell of Atkinson, followed then by the Pledge of Allegiance.

Board Members Present

Brian Boyle, Lee Dubé, Kimberly Farah Dan Guide, Sarah Machemer, Shawn O'Neil, Susan Sherman, Jennifer Silva (7:35pm) and Kelly Ward.

Seated at the Board Table

Dr. Earl Metzler, Superintendent of Schools
Nick Valhouli, Student Representative

Administrators Present

Listed on last page

Approval of Minutes (00:02:13)

The board reviewed five sets of meeting minutes.

MOTION: Mr. Ward motioned to approve the June 21, 2018 public meeting minutes; seconded by Mr. Guide. The motion passed 7-0-1 (Dr. Farah abstained).

MOTION: Mr. Guide motioned to approve the June 21, 2018 Session I nonpublic minutes; seconded by Mr. Ward. The motion passed 7-0-1 (Dr. Farah abstained).

MOTION: Mr. Guide motioned to approve the June 21, 2018 Session II nonpublic minutes; seconded by Mrs. Machemer. The motion passed 7-0-1 (Dr. Farah abstained).

Mrs. Silva entered the meeting at 7:35pm.

MOTION: Mr. Boyle motioned to approve July 19, 2018 work session minutes; seconded by Mrs. Machemer. The motion passed 5-0-4 (Mr. O'Neil, Mr. Ward, Mr. Dubé, and Mr. Guide abstained).

MOTION: Mr. Guide motioned to approve the June 25, 2-18 sealed nonpublic meeting minutes; seconded by Mr. Boyle. The motion passed 5-0-4 (Dr. Farah, Mrs. Machemer, Mr. Dubé, and Mr. Ward abstained).

Student Representative (00:10:26)

Student Representative Nick Valhouli reported on upcoming athletic events, band and chorus camps, the Timberlane Players, and on the students' excitement on the upcoming school year and the reorganization of administrative staff.

Delegates and Individuals (00:12:20)

Dr. Farah spoke on allegations raised against her and other board members, threats made relative to her employment, requests for hearings from the public, actions taken by the school board chair without school board support, and the authority of the school board chair. She then requested these items be discussed in

nonpublic session under other business.

DONATIONS (00:14:35)

Don Woodworth presented a \$1,000 donation from SNHU for use on the upcoming college fair.

MOTION: Mr. O'Neil motioned to accept the donation of \$1,000 from SNHU; seconded by Mr. Ward.

Discussion ensued on the partnership with Timberlane and SNHU as well as providing other colleges the opportunity to partner with/sponsor the fair.

VOTE: The motion passed 8-1-0 (Dr. Farah opposed).

Angelo Fantasia presented a \$1,000 from NHIAA for use on the Life of An Owl leadership program.

MOTION: Mr. Guide motioned to accept the donation of \$1,000 from NHIAA; seconded by Mr. Dubé. The motion passed 9-0-0.

Mr. Fantasia spoke on the district being awarded the Athletic Department Award of Excellence as voted by other schools for best behavior of fans, coaches and athletes in all JV and Varsity teams.

Mitch Mencis presented a \$1,200 donation from the Jeremy Grazczyk Memorial Foundation for use to purchase a roster board at the middle school.

MOTION: Mr. Guide motioned to accept the donation of \$1,200 from the Jeremy Grazczyk Foundation; seconded by Mrs. Silva. The motion passed 9-0-0.

PAC SCHEDULE (00:23:28)

Dr. Metzler presented the 2018-19 PAC schedule outlining PAC and performing arts events. He noted the department makes every effort to plan PAC events around school board meeting nights; however, there is a request this year to allow the Literacy Night event to be held on November 15th.

MOTION: Mr. Guide motioned to approve the PAC schedule as proposed; seconded by Mrs. Machermer.

The board requested the schedule be updated and color coded to differentiate between PAC events and performing arts events.

VOTE: The motion passed 9-0-0.

SUMMER PROJECTS UPDATE (00:28:37)

Tom Geary reported on the status of summer projects by way of a spreadsheet reflecting each project, its location, vendor, estimated and actual costs, and funding budget year. He spoke to design work, signage, locker replacement, pavement and walkways, security improvements offset by state grants, tree removal, asbestos containment, painting, lighting, and drainage repair. He then presented a PowerPoint of photos showing school and grounds condition as prepared for the start of school.

Discussion ensued on signage, drainage repair, parking, and the athletic track. Directives were given to investigate the possibility of illuminating the Danville School sign and provide budget numbers to address track deficiencies.

YEAR END BUDGET (00:56:03)

Geoff Dowd provided a recap of revenue and expenses for the 2017-18 fiscal year noting he needed to close the books on 2017-18 in order for the board to take action on fund balance retention. He spoke to the capital

reserve fund (balance available of \$16,790 and voter approval of up to \$250k) and the balance sheet outlining assets, liabilities and fund balances.

Discussion ensued on calculating the 2.5% net assessment as allowed under the law, total spend in 2017-18, and the action to be taken (Fund Balance Retention and Capital Reserve Fund). Mr. Guide motioned to place \$250k of the unassigned fund balance into the retention fund.

MOTION: Mr. Ward motioned to place \$175k of unassigned fund balance into the retention fund; seconded by Mr. Guide.

Discussion ensued on historical fund balance retention amounts.

MOTION TO AMEND: Mr. Boyle motioned to amend the motion by placing \$200k of unassigned fund balance into the retention fund; seconded by Mr. Guide. The motion to amend passed 6-2-1 (Dr. Farah and Mr. O'Neil opposed and Mrs. Silva abstained).

VOTE ON NEWLY AMENDED MOTION: The motion passed 7-2-0 (Dr. Farah and Mr. O'Neil opposed).

Discussion then turned to the capital reserve fund noting the \$16k as represented is only a tentative number that could change based on encumbrances and actual costs. Also noted was the submission deadline of September 1st for the DOE-25 and MS-25.

MOTION: Mr. Ward motioned to place up to \$75k into the capital reserve fund with the actual number to be reflected on what is reported on the MS-25; seconded by Mr. Boyle. The motion passed 9-0-0.

MOTION: Mr. O'Neil motioned to issue the capital reserve check to the trustees of the trust fund in the next check run after September 1st to be in compliance with the RSAs; seconded by Dr. Farah. The motion passed 8-0-1 (Mr. Dubé abstained).

Mr. Dowd then provided a brief update on the business consultant and the treasurer. The board directed a treasurer's report be made available at the next board meeting.

Discussion ensued on the auditor's engagement letter, the open ended additional fees reference and those additional costs being charged to Timberlane only based on anticipated increases to the scope of the work, the audit timeline, and the consultant's assistance in audit preparation.

SUMMER HIRING (01:59:28)

Christi Michaud presented a recap of summer hiring noting the recruitment of 24 professional staff members and 3 administrators. She then spoke to enrollment numbers to date with three classrooms exceeding the district's maximum class size (20) (Atkinson Academy FDK at 21 students and two first grade classrooms at Danville Elementary at 21 and 22 students).

MOTION: Mr. O'Neil motioned to waive class size for Atkinson Academy's full day kindergarten program and Danville Elementary's two first grade classrooms; seconded by Mrs. Silva.

Discussion: it was noted both building principals are recommending the waiver and that no additional staff members are needed.

VOTE: The motion passed 7-2-0 (Dr. Farah and Mrs. Silva opposed).

MOTION: Mr. Guide motioned to ratify the summer hiring list as presented; seconded by Mrs. Macheimer.

Discussion ensued on spring staffing count agreement numbers, a significant savings in professional staff budget lines, the efficient hiring process this year, and an upcoming job fair.

VOTE: The motion passed 9-0-0.

POLICIES (02:12:32)

Dr. Metzler and Mrs. Silva presented policies EI Risk Management, GBCD Background Investigation and Criminal Records Check, ABA Volunteer Involvement, and IJOC Volunteers for first read noting new legislative changes, the review of policies associated with volunteers, a new fingerprinting machine, and the standards for volunteers who would require background checks.

MOTION: Mr. Guide motioned to accept policies EI, GBCD, ABA and IJOC for first read; seconded by Mr. Dubé. The motion passed 8-0-1 (Mr. O’Neil abstained).

Discussion then ensued on the policy review and update process that resulted in a board directive to contact NHSBA for details associated with their policy review service.

COMMITTEE ASSIGNMENTS (02:34:40)

Discussion ensued on the committee assignments for Policy and Wellness committees resulting in Madam Chair Sherman serving as co-chair of the Policy Committee and Mr. Boyle serving on the Wellness Committee.

ADMINISTRATOR’S REPORT

None

PERSONNEL REPORT (02:38:23)

Dr. Metzler recommended the board nominate Lauren LeBlanc to the position of TRMS Special Ed teacher.

MOTION: Mr. Guide motioned to accept the nomination as presented; seconded by Mr. Ward. The motion passed 9-0-0.

COMMITTEE REPORTS (02:39:48)

Board members reported on the activities and upcoming work of the CIP Committee, the Strategic Planning Committee, Facilities and Safety committees, Policy Committee.

REPORTS OF THE SCHOOL BOARD (02:45:59)

Board members spoke on the activities they attended: Godspell production, band camps, and Friday Night Lights.

CORRESPONDENCE FOLDER

Board correspondence was distributed to board members electronically.

VENDOR AND PAYROLL REGISTERS

Check registers were reviewed and signed.

OTHER BUSINESS (02:45:59)

Discussion ensued on entering into nonpublic session to discuss items brought up under delegates and individuals. Concern was noted about the subject matter cited being related to the actions of a school board member which is not an allowable reason for holding a nonpublic session. Dr. Metzler left the meeting at 10:23pm.

MOTION: Mr. Boyle motioned the board go into nonpublic session under RSA 91-A:3, paragraph II (c) matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a board member; seconded by Mrs. Silva.

The board was polled: Boyle – yes Guide – no Sherman – no
Dubé – yes Macheimer – no Silva – yes
Farah – yes O’Neil – yes Ward – no

The board entered nonpublic session at 10:23pm.

MOTION: Mr. Dube motioned the board exit nonpublic session; seconded by Mr. Guide.

The board was polled: Boyle – yes Guide – yes Sherman – yes
Dubé – yes Macheimer – yes Silva – yes
Farah – yes O’Neil – yes Ward – yes


The board entered public session at 11:13pm.

MOTION: Mr. Guide motioned to seal the nonpublic minutes as the divulgence of information would likely affect adversely the reputation of someone other than a member of the board; seconded by Mrs. Macheimer.

The board was polled: Boyle – yes Guide – yes Sherman – yes
Dubé – yes Macheimer – yes Silva – yes
Farah – no O’Neil – no Ward – yes

The motion to seal the minutes passed 7-2-0 (Dr. Farah and Mr. O’Neil opposed).

Madam Chair Sherman adjourned the meeting at 11:14pm.



Respectfully submitted,
Catherine Belcher
Recording Secretary

Approved by the Board on September 6, 2018.

Administrators and Union Representation Present at the Meeting:

- Atty. Geoff **Dowd**, Business Administrator
- Mr. Angelo **Fantasia**, Director of Athletics
- Mr. Tom **Geary**, III, Business Operations Coordinator
- Mr. Mitch **Mencis**, Assistant Principal at TRMS
- Mrs. Christi **Michaud**, Executive Director of Data, Assessment and Accountability
- Mr. Daniel **Woodworth**, Student Services Director
- Mr. Donald **Woodworth**, Principal of TRHS